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# MICHELLE FOSTER

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## Summary

I retired in January 2015 after 31 years and 6 months of service with the Federal Government. I spent almost 30 years as an Air Traffic Controller.

I am very good at adapting to a rapidly changing dynamic environment. Safety was always the number one goal. Managing numerous real-time tasks and planning future actions at the same time is a necessity in the course of a day as an air traffic controller. Teamwork is another aspect of the job that is required because of the fluid dynamic of things that are "happening now". Building strong working relationships and trusting fellow professional colleagues is critical in a safety related environment.

There is a tremendous amount of knowledge that goes in to our training. We become experts at geography, aircraft performance characteristics, and ever-changing new technology.

In the course of my career at the Federal Aviation administration, I was a Front Line Manager/ Supervisor, Union representative, staff specialist and a liaison to National Aeronautics and Space Administration (NASA).

In addition, I was an EEO Investigator and a mediation specialist as a co-lateral duty, beginning in 1994.

My free time now includes volunteering in a variety of ways in the community, traveling, and crafting.

I began doing mediations (family, civil, Justice of the Peace and juvenile) for Dispute Resolution Services of North Texas (DRS) in 2012 (basic and family certificates of completion attached).

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## Skill Set Highlights

Focused  
Organized  
Motivated  
Dependable/Responsible  
Situational Awareness  
Attention to Detail  
Working Independently

Multi-tasking  
Teamwork  
Time Management  
Communication  
Priority Assessment  
Training  
Writing

## **Accomplishments/Trainings**

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I received many Letters of Appreciation regarding my performance during heavy weather, high volumes of traffic, and military exercises. The recognition of performing under heavy stress and rapidly changing traffic scenarios was very much appreciated

I was selected to represent the FAA as a Liaison to NASA for a year working with Scientists and Engineers to develop decision support tools for air traffic control.

I was selected as a Front Line Manager/Supervisor.

I was elected as a Union Representative for two terms. I dealt with Labor/Management Relations on a daily basis.

During the course of my career I took many on-line courses to develop in other professional areas.

I received many labor management relations trainings and arbitration training (basic and advanced, certificates not available).

## **Mediation Training**

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I trained as an EEO investigator and Mediator. I continue to mediate in my retirement. My original mediation training was from the Federal Mediation and Conciliation Service (FMCS) in Washington DC in 1994 (certificate not available).

Basic and Family mediation training from Dispute Resolution Services of North Texas (certificates attached) February and March 2012

Examples of some trainings I have received while volunteering with DRS include:

- Juvenile Victim-Offender
- Understanding Diversity & Cultural Competency in Mediation
- Facilitator's Skill Building
- Resolving Probate Disputes
- Family Law Review: Drafting Mediated Settlement Agreements
- Adult Restorative Justice
- Mediator Ethics and DRS Policy Review
- Eldercare mediations